

Professional and Managerial Branch
Fiscal and Tax Administration Group
Budget Series

BUDGET COORDINATOR I

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, prepares and monitors the operational, capital and other budgets for assigned department; supervises preparation of departmental payroll; performs related duties as required.

EXAMPLES OF DUTIES:

Confers with department head and staff to identify and analyze budget needs and priorities; prepares the operational, capital and other budgets subject to administrative and City Council approval; monitors budget accounts and advises director and departmental supervisors on budgetary levels; initiates budgetary changes; conducts internal audits; reviews, updates, changes or revises contracts pertaining to rentals of buildings, equipment and/or services.

Represents the department in meetings and conferences as required; prepares financial and budgetary reports for presentation to councils, boards and department staff; verifies and authenticates financial, personnel and other administrative reports; supervises the preparation of the departmental payroll; reviews and recommends revisions to department contracts.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; enforces safe working practices; coordinates the research of on-the-job accidents and worker's compensation claims; maintains records and prepares reports; reviews and processes requisitions for materials and supplies; receives and approves invoices and purchase orders.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or related field and two years of professional administrative experience including one year in budget development and control; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of budgeting practices and procedures; good knowledge of business transactions and revenue accountability; good knowledge of accounting policies and procedures; good knowledge of data processing methods; good knowledge of payroll preparation; some knowledge of contract preparation; some knowledge of supervisory techniques, standards of conduct and work attendance, and safe working practices and procedures.

Ability to prepare and deliver complex financial and budgetary reports; ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head